

NAVFACINST 5216.1K
FAC 915
11 June 1996

NAVFAC INSTRUCTION 5216.1K

From: Commander, Naval Facilities Engineering Command

Subj: AUTHORITY TO SIGN HEADQUARTERS CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5C, "Department of The Navy Correspondence Manual"
(b) NAVFACINST 5200.35, "Directives, Reports, and Forms Management Programs"
(c) OPNAVINST 5218.7A, "Official Mail Management"
(d) NAVFACINST 5720.14B, "The Freedom of Information Act Program"
(e) NAVFACINST 5211.3, "The Privacy Act Program"
(f) NAVFAC P-68, "Contracting Manual"
(g) NAVFAC P-346, "Publication Standards"

1. Purpose. To establish authority, limitations, and standards for signing Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) correspondence .

2. Cancellation. NAVFACINST 5216.1J is hereby cancelled and superseded.

3. Definitions.

a. Formal correspondence: Letters and "Memoranda For" prepared in accordance with reference (a) on Command letterhead.

b. Informal correspondence: Memoranda on plain paper or preprinted memorandum forms bearing a "From-To" salutation between two individuals dealing with day-to-day matters, matters between a supervisor and subordinate, or similar subjects.

4. Scope. General delegation of authority for signing correspondence does not extend to directives, messages, responses to Freedom of Information Act requests, responses to Privacy Act requests, contracts or contract related documents requiring signature of a contracting officer, or publications for which authority to sign is delegated in references (b) through (g), respectively.

5. Correspondence Establishing Policy for NAVFACENGCOM.

a. NAVFACENGCOM policy shall normally be issued as part of the directives system in accordance with reference (b).

b. Where interim policy guidance must be issued in advance of a formal directive, the provisions of this instruction shall apply.

6. Authority to Sign Formal Correspondence. All signature authority for official correspondence stems from the Commander. Delegated authority is always limited by exceptions. All authorized to sign official correspondence shall know the limitations of their authority.

a. Authority to Sign "By direction". Except as noted in paragraph (6.b), all individuals with delegated authority shall sign "By direction" of the Commander. Signature block information shall be in accordance with reference (a). For business letters, "By direction of the Commander" shall always be included. "By direction" authority is delegated to the Vice Commander, the Executive Assistant to the Commander, Comptroller, Directorate Directors, Chief Engineer, Assistant Chief of Civil Engineers, Counsel, and Senior Executives. These officials may redelegate "By direction" authority to GM/S-13 through 15 and O-4 through O-6 subordinates for release of routine correspondence. Redlegation shall be in writing.

b. Authority to Sign "By title". When signing correspondence dealing within their area of responsibility, the following officials by virtue of their positions may sign by title:

Commander
Vice Commander
Executive Assistant to the Commander
Inspector General
Assistant Chief of Civil Engineers
Comptroller
Seabee Senior Enlisted Advisor to the Commander
Directors
Chief Engineer
Counsel

This authority may be redelegated to Deputy Directors, Division Directors, and other immediate subordinates of the above listed officials for whom signature by title will be more effective than by direction. Delegation shall be in writing.

7. Limitations On Formal Signature Authority. The level of the signer shall generally be commensurate with the level of the addressee when the nature of the correspondence is not routine.

a. The Commander or Vice Commander shall sign correspondence proposing change to the NAVFACENGCOM mission, establishing Command policy, rejecting requests from a flag officer in command, or having a significant effect on the fiscal position of NAVFACENGCOM;

and correspondence, if not routine, that is addressed to members of Congress and congressional committees, representatives of foreign governments, the Office of the Secretary of Defense, the Secretary of the Navy, the Chief of Naval Operations, the Secretary of the Army, the Secretary of the Air Force, the Commandant of the Marine Corps, the Commandant of the Coast Guard, fleet commanders-in-chief, and heads of executive departments and agencies of the Federal Government.

b. The Executive Assistant to the Commander shall sign routine correspondence to members of Congress and Congressional Committees.

c. The Vice Commander, Directors, Counsel, the Comptroller, the Chief Engineer, Assistant Directors, Deputy Directors, Associate Directors, the Executive Assistant to the Commander and special assistants who report directly to the Commander or Vice Commander shall sign correspondence that:

(1) Is routine and addressed to the Secretary of the Navy, the Chief of Naval Operations, the Secretary of the Army, the Secretary of the Air Force, the Commandant of the Marine Corps, the Commandant of the Coast Guard, fleet commanders-in-chief, and heads of executive departments and agencies of the Federal Government.

(2) Rejects requests from non-flag officers in command.

(3) Conveys a final action on any question that has been in disagreement or controversy.

(4) Takes final action in conformity with approved plans, policies, or procedures of the Command as distinct from merely forwarding information to higher authority.

(5) Disapproves of a routine request of a contractor in the course of business.

8. Standards. Authorized signature of correspondence shall comply with the following standards:

a. Authorized signers shall sign correspondence in accordance with reference (a).

b. Holders of academic titles and professional certifications are encouraged to add applicable suffixes after their names.

c. The use of facsimile stamps or pasted-in reproductions shall not be substituted for personal signature on individual correspondence.

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d. Signers may elect to use first and/or middle name initials, their entire names, or any combination.

e. If authorized to fill in under an acting capacity for a position with signature authority, the incumbent shall sign by name and title preceded by the term "Acting".

9. Informal Correspondence. Informal correspondence as defined in paragraph 3.b may be signed by the originator without further authority.

10. Action. Addresses shall comply with references (a) through (g) and the provisions of this instruction.

B. F. MURPHY, JR.
Comptroller

Distribution:

NAVFACENGCOMHQ Internal List 1

Stocked:

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